

Withdrawal of Retirement Contributions

*Necessary form, service credit restoration,
and tax information included.*

As a member of one of the following Washington state retirement systems, you are entitled to withdraw or transfer your employee contributions plus interest if you leave employment. These systems are characterized by the Internal Revenue Service (IRS) as 401(a) defined benefit plans:

- Public Employees' Retirement System (PERS) Plans 1 and 2
- Teachers' Retirement System (TRS) Plans 1 and 2
- School Employees' Retirement System (SERS) Plan 2
- Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plans 1 and 2
- Washington State Patrol Retirement System (WSPRS) Plans 1 and 2

This publication is not intended for TRS Plan 3, SERS Plan 3 or PERS Plan 3. For information about withdrawing contributions from these Plans, you may call ICMA-RC at 1-888-711-8773 and request a copy of the *Plan 3 Request for Payment of Defined Contribution Funds* packet. You may also obtain a copy on the ICMA-RC website (<http://www.icmarc.org/plan3/forms/Plan3PaymentReq.pdf>).

The actual provisions governing withdrawal of your retirement funds are found in the Revised Code of Washington (RCW) and federal laws and rules. For financial advice, you should consult an accountant, other qualified financial advisor, or the IRS.

WHEN CAN I WITHDRAW OR TRANSFER MY CONTRIBUTIONS?

You can withdraw or transfer your employee contributions plus interest only if you are separated from system-covered employment.

You can withdraw only the employee contributions plus interest. Employer and state contributions remain in the trust fund and are not refundable to the member. **If you choose to withdraw or transfer your employee contributions plus interest, you cancel all rights to any system benefits.**

IF I LEAVE MY JOB, WHAT CAN I DO WITH MY CONTRIBUTIONS?

Option 1: Leave your contributions in the Plan You are not required to withdraw your contributions when you leave. DRS will continue to pay interest until you either withdraw the funds or retire from the system. Regardless of a member's employment status, DRS pays 5.5 percent annual interest (this is the current rate as of the printing of this packet) compounded quarterly on employee contributions that remain in the retirement fund. There is no guarantee that this rate will not change. If you return to a job covered by a DRS-administered system and you left your contributions intact, your previous service credit will be combined with your new service credit to qualify for retirement.

Option 2: Withdraw your money You are entitled to withdraw your employee contributions plus interest any time you leave employment covered by the DRS-administered systems. If you withdraw your money, IRS rules require a withholding tax of 20 percent of all tax-deferred funds. If you are under age 59½, the IRS may levy an additional 10 percent tax for early withdrawal on the tax-deferred portion of the withdrawal. A withdrawal is treated like earnings for the year in which you receive payment. DRS will mail you a 1099R form for your tax filing purposes. See pages 3 through 7 for more information about federal tax obligations.

Option 3: Transfer all your money to an IRA or eligible retirement plan You may request to transfer your employee contributions plus interest to an eligible account that accept rollovers. If you do this, no withholding is required on the tax-deferred funds that are directly transferred, nor does the 10 percent tax apply.

Option 4: Transfer a portion of your money to an IRA or eligible retirement plan You can request that DRS transfer a specific portion of your employee contributions plus interest to an eligible retirement plan that accepts rollovers and have the remainder paid directly to you as described in Option 2.

CAN I BE DENIED A WITHDRAWAL OR BE REQUIRED TO RETURN MY WITHDRAWAL?

In certain cases, you may be ineligible for a withdrawal or be required to repay your withdrawn contributions. Statutes and requirements vary among the systems. You may not withdraw contributions from any DRS-administered system while working in a covered position or while on a leave of absence from a covered position. To be eligible to withdraw contributions, you must be separated from covered employment. A summary of the rules from each system follows:

LEOFF Plan 2, SERS Plan 2, TRS Plan 1 and 2, and PERS Plan 1 and 2 A member is not eligible for a withdrawal if he or she enters into eligible employment with an employer covered by the same system before receiving the withdrawn money.

LEOFF Plan 1 There are no requirements to repay a withdrawal if you become reemployed.

WSPRS Plan 1 and 2 You may not withdraw while on disability status with the State Patrol. There are no requirements to repay a withdrawal if you become reemployed.

SOME THINGS TO CONSIDER BEFORE WITHDRAWING

- You may be able to use special tax rules, such as those described in this booklet, to reduce the tax you owe.
- When you withdraw your funds, you cancel all rights in your system and lose the service credit you have earned toward a retirement benefit. For vested members of all systems, this means forfeiting a monthly benefit at retirement age.
- The IRS requires that funds not be distributed until you have had 30 days to review the options described in this booklet. However, you have the right to waive the 30-day requirement by indicating your choice on the attached refund form.
- Withdrawing your funds is voluntary. You need not withdraw your funds if you leave an eligible position or terminate employment. If you do not withdraw your money, it will continue to earn interest.
- Withdrawal of your contributions may carry a substantial tax liability. Be sure to read this booklet before submitting the attached refund form.
- Only tax-deferred contributions and interest are subject to the 20 percent withholding tax. If you work for a DRS-covered employer that does not defer contributions, only the interest in your account is subject to the withholding requirements described here.
- Each retirement system has disability coverage. If you terminated employment because of illness or disability, you should check with your retirement system's Benefit Section before withdrawing your contributions.
- Your account may include both after-tax and tax-deferred contributions. Interest in your account is tax-deferred. If you choose to transfer any after-tax contributions to an IRA or eligible retirement plan, the accepting entity must agree to accept the after-tax dollars and track the after-tax and tax-deferred dollars separately.

- You may wish to consult with a professional tax advisor before withdrawing your contributions.

A GUIDE TO WITHHOLDING ON WITHDRAWALS

DRS staff are not authorized to give tax advice. Please consult your tax advisor or the IRS pamphlets listed on page 6 of this booklet before deciding how to take payment of your tax-deferred funds.

Federal law requires DRS to withhold 20 percent on the tax-deferred portion of withdrawal payments unless the member requests that DRS transfer the funds directly to another eligible retirement plan. The 20 percent withholding tax applies to the following types of withdrawal payments:

- Contributions withdrawn by a member terminating DRS-covered employment, and
- Distributions to surviving spouses or alternate payees.

DEFINITIONS

Rollover: A payment of your withdrawal to an IRA, or to another eligible retirement plan that accepts rollovers.

Individual Retirement Account (IRA): Includes individual retirement accounts and individual retirement annuities.

Alternate Payee: Those whose interest in the retirement system stems from a court-issued order that complies with applicable state retirement statutes. These orders are usually issued in connection with a divorce or legal separation.

Tax-deferred Contributions: Contributions deducted from your paycheck before income is reported for tax purposes. Payment of taxes is deferred until you receive the money.

After-tax Contributions: Contributions deducted from your paycheck after income is reported for tax purposes. Taxes are paid in the year the income is paid.

PAYMENTS THAT CAN BE ROLLED OVER

You can choose a direct rollover of all or any portion of your payment. In a direct rollover, distribution is transferred directly from DRS to a traditional IRA or another eligible retirement plan that accepts rollovers. If you choose a direct rollover, you are not taxed on a payment of tax-deferred dollars until you later take it out of the IRA or the eligible retirement plan. **If your rollover contains after-tax dollars, the IRS requires that they are tracked separately within your account. You are not taxed on after-tax dollars when you take them out of the IRA or the eligible retirement plan.**

Direct rollover to an IRA You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to an IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to an IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in choosing an IRA, you may wish to consider whether the IRA you choose will allow you to move all or a part of your payment to another IRA at a later date without penalties or other limitations. See IRS publication 590, *Individual Retirement Arrangements*, for more information on IRAs (including limits on how often you can roll over between IRAs). See page 7 for ordering information.

Note: Payments made from a plan cannot be rolled over to a Roth IRA, a Simple IRA or a Coverdell Education Savings Account

Direct rollover to a retirement plan If you are employed by a new employer that has an eligible retirement plan, and you want to make a direct rollover to that plan, ask the administrator of that plan if it will accept your rollover. An eligible retirement plan is not legally required to accept a rollover. If your new employer's plan does not accept a rollover, you can choose a direct rollover to an IRA.

PAYMENTS MADE TO A MEMBER

If you have the payment made to you, the portion that consists of tax-deferred contributions and interest is subject to 20 percent income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to an IRA or another plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

Mandatory withholding DRS is required by law to withhold 20 percent income tax if any portion of your withdrawal is tax-deferred dollars or interest.

Example: If you withdraw \$10,000 of tax-deferred dollars, only \$8,000 will be paid to you because DRS must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, you will report the full \$10,000 as a payment from DRS. You will report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

Sixty-day rollover option If you have withdrawn funds paid to you, you can still decide to roll over all or part of the tax-deferred dollars to an IRA or another eligible retirement plan that accepts rollovers. If you decide to roll over your funds, **you must make the rollover within 60 days of the date the check was issued.** The portion of your payment that is rolled over will not be taxed until you take it out of the IRA or the eligible retirement plan. If you withdraw after-tax dollars, they cannot be rolled over under the 60-day option.

You can roll over up to 100 percent of the withdrawn tax-deferred dollars, including an amount equal to the 20 percent that was withheld. If you choose to roll over 100 percent, you must find other money within the 60-day period to contribute to the IRA or the eligible retirement plan to replace the 20 percent that was withheld. On the other hand, if you roll over only the 80 percent that you received, you will be taxed on the 20 percent that was withheld. An additional 10 percent tax penalty on tax-deferred

contributions may apply if you are under age 59½.

Example:

You withdraw \$10,000 of tax-deferred dollars and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to an IRA or eligible retirement plan. To do this, you roll over the \$8,000 you received from DRS, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the IRA or eligible retirement plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of the \$2,000 withheld.

If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld (however, any refund is likely to be larger if you roll over the entire \$10,000).

Additional 10 percent tax if you are under age 59½

If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10 percent of the tax-deferred portion of the payment. The additional 10 percent tax penalty on tax-deferred contributions does not apply if your payment is:

- 1) paid to you because you separate from service with your employer during or after the year you reach age 55,
- 2) paid because you retire due to disability,
- 3) paid to you as equal or almost equal payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), or
- 4) used to pay certain medical expenses.

See IRS Form 5329 for more information on the ad-

ditional 10 percent tax.

Special tax treatment If your withdrawn tax-deferred dollars are not rolled over, they will be taxed in the year you receive them. However, if they qualify as a “lump sum distribution,” they may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under your retirement plan that is payable to you because you have reached age 59½ or have separated from service with your employer. For a payment to qualify as a lump sum distribution, you must have been a participant in a DRS-administered retirement system for at least five years. The special tax treatment for lump sum distributions is described below.

Five-year averaging If you receive a lump sum distribution after you are age 59½, you may be able to make a one-time election to figure the tax on the payment by using “five-year averaging.” Five-year averaging often reduces the tax you owe because it treats the payment much as if it were paid over five years.

Ten-year averaging If you receive a lump sum distribution **and you were born before January 1, 1936**, you can make a one-time election to figure the tax on the payment by using “ten-year averaging” (using 1986 tax rates) instead of five-year averaging (using current tax rates). Like the five-year averaging rules, ten-year averaging often reduces the tax you owe.

Capital gain treatment if you were born before January 1, 1936 In addition, if you receive a lump sum distribution and you were born before January 1, 1936, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the retirement system (if any) taxed as long-term capital gain at a rate of 20 percent.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump

sum distributions that you receive in that same year. If you have previously rolled over a payment from a DRS-administered system (or certain other similar plans of your employer), you cannot use this special tax treatment for later payments from the retirement system. If you roll over your payment to an IRA, you will not be able to use this special tax treatment for later payments from the IRA. Also, if you roll over only a portion of your payment to an IRA, this special tax treatment is not available for the rest of the payment. Additional restrictions are described in IRS Form 4972, which has more information on lump sum distributions and how you elect the special tax treatment.

Required payments after age 70½ Beginning in the year you reach 70½, the IRS requires that you begin receiving a certain portion of your benefit. This portion of your benefit cannot be rolled over.

ALTERNATE PAYEES, AND SURVIVING SPOUSES AND OTHER BENEFICIARIES

In general, the rules summarized in this booklet that apply to payments to retirement system members also apply to payments to surviving spouses of members and to spouses or former spouses who are “alternate payees.” You are an alternate payee if your interest in the retirement system results from an order issued by a court. These orders are usually in connection with a divorce or legal separation. Some of the rules summarized in this booklet also apply to a deceased member’s beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse or an alternate payee, you have the same choices as the employee. You may choose to have withdrawn tax-deferred dollars paid to you or rolled directly to an IRA or eligible retirement plan that accepts rollovers. The same choices apply if payment is made to you. If you are a beneficiary other than the surviving spouse, you cannot choose a direct rollover, and you cannot roll

over the payment yourself.

If any portion of the payment is not an eligible roll-over distribution, but is taxable, the mandatory withholding rules described in this brochure do not apply. You may elect to have withholding taxes withheld to comply with IRS 90 percent tax liability withholding requirements.

If you are an alternate payee, a surviving spouse, or another beneficiary, your payment is not subject to the additional 10 percent tax described on page 5 of this booklet, even if you are younger than age 59½.

If you are an alternate payee, a surviving spouse, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions as described on page 5 of this booklet. If you receive a payment because of the member’s death, you may be able to treat the payment as a lump sum distribution if the member met the appropriate age requirements, whether or not the employee had five years of participation in the retirement system.

HOW TO OBTAIN ADDITIONAL INFORMATION ABOUT FEDERAL TAXES

Only the federal (not state or local) tax rules that might apply to your payment are described in this booklet. The rules are complex and contain many conditions and exceptions that are not included in this publication.

Consult with a professional tax advisor before you withdraw funds from your retirement account.

You can find more specific information on the tax treatment of payments from eligible retirement plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*.

Information about IRS Notice 2002-03 regarding the Economic Growth and Tax Relief Reconciliation Act (EGTRRA), can be accessed at the IRS Web

site (<http://www.benefitslink.com/IRS/notice2002-3.doc>). IRS publications are available from your local IRS office or by calling 1-800-TAX-FORMS. You can obtain federal tax information from the IRS by telephoning 1-800-TAX-1040. Other IRS Publications are also available on the Internet at <http://www.irs.gov/>

IF YOU RETURN TO PUBLIC SERVICE, YOU MAY BE ABLE TO RECOVER YOUR WITHDRAWN SERVICE CREDIT

Withdrawal of your retirement contributions cancels the service credit earned during the period the contributions were made. If you return to public service in Washington state, you may be able to recover that service credit. The methods for recovery, including statutory deadlines for each system, are summarized on page 9.

This document constitutes legal notification of your rights for recovery of service credit By signing the form, you acknowledge receipt of this information. If you require more information, it is your responsibility to contact DRS. For more detailed information, you can order the DRS publication, *Can I Recover Withdrawn or Optional Service Credit?* by calling (800) 547- 6657, or (360) 664-7000 in the Olympia area.

If you wish to receive an estimate of cost for restoration or purchase of service credit, write to:

Department of Retirement Systems
PO Box 48380
Olympia WA 98504-8380

THE THREE METHODS FOR RECOVERY OF WITHDRAWN SERVICE CREDIT

- **Restoration:** You return to the same system from which you withdrew your contributions and repay the withdrawn contributions plus interest within a specific period of time after returning to the retirement system. The payment deadline varies among the different systems.
- **Dual Member Restoration:** You become a member of a DRS-administered retirement system other than the one you withdrew from, or were previously a member of the Statewide City Employees' Retirement System (SCERS) and repay contributions you withdrew plus interest from the first system. Both systems must be dual member systems. If you would like to learn more about the advantages of dual membership, order the DRS brochure, *What Is Dual Membership and How Does It Affect Me?* by calling DRS at (800) 547-6657, or (360) 664-7000 in the Olympia area.
- **Service Credit Purchase:** If deadlines for restoration or dual member restoration pass before restoration is completed, you have the option to purchase withdrawn service credit up until you retire.

SERVICE CREDIT PURCHASE

Beginning January 1, 1995, all members of PERS, TRS, LEOFF, and WSPRS were given the option to purchase withdrawn service credit even after deadlines for normal or dual member restoration have passed. The Legislature extended the same service credit purchase rights to SERS when it was created.

Service credit purchased under this law costs much more than that which is restored within the statutory deadlines. The cost is based on the increased value of your retirement benefit, not on the amount of contributions that were withdrawn.

You may purchase service credit in increments as small as that which was earned in one month. You are not limited to a single purchase, and may purchase credit until retirement.

ROLLOVERS AND TRUST-TO-TRUST TRANSFERS AS A METHOD OF PAYMENT

You may roll over or transfer contributions from the following funds to pay a service credit recovery bill: 457, 401(a) or (k), IRA, or 403(a) or (b). You cannot roll over or transfer more than what it costs to buy service credit. If the rollover or transfer does not pay the service credit bill in full, the difference must be made up using another source of funds (such as cash).

If you use funds from Washington state's Deferred Compensation Program (DCP), a DCP Distribution Request form is required. For all other plans, you will need a Rollover Request form. You can access these forms at <http://www.wa.gov/drs/htm>, or call DRS at (800) 547-6657 to have a copy mailed to you.

THE DRS INTERNET SITE

DRS maintains an Internet site that includes the most recent version of this packet and all other member publications for all DRS-administered systems. Also on the site:

- Current and past issues of the member newsletter, *Retirement Outlook*,
- Information about recent retirement-related legislation,
- Online registration for retirement planning seminars and pension workshops,
- A benefit estimator that you can use for retirement planning purposes, and
- A variety of other information of interest to retirement system members and public employers in Washington state.

The address for the DRS Internet site:

<http://www.wa.gov/DRS/drs.htm>

YOU CAN CONTACT DRS USING EMAIL

You can use email to request specific information about your retirement system and plan, or your personal retirement account. When requesting information about your personal account, be sure to provide:

- Your name,
- Social Security Number,
- Retirement system and plan, and
- Daytime phone number.

Warning: Electronic mail messages on the Internet may not be secure. Your message may not be confidential; it may be possible for other people to read your email message.

Ask questions via email: recep@drs.wa.gov

For information about obtaining a copy of this publication in an alternate format, contact DRS Publications at (800) 547-6657. From the Olympia area, call (360) 664-7278.

This publication also appears on the DRS Web site (www.wa.gov/DRS/drs.htm).

SIMPLIFIED CHART FOR RESTORATION DEADLINES

Though considerably more expensive, service credit may be purchased after the deadline. Restoration payments not paid in full by the deadline, will be refunded to the member after the deadline passes. See "Service Credit Purchase" below.

If you withdrew from	Plan	Restoration Deadline
Teachers' Retirement System (TRS)	1	Lump sum payment, or 20 percent of the total due must be paid by June 30 of the fifth school year after you return to membership. If paying in installments, final payment must be made by June 30 of the fourth school year following the school year the first payment was made or restoration is cancelled.
	2	Five years after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled.
Public Employees' Retirement System (PERS)	1	60 service credit months after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled. You can make payments only if you are actively employed in a PERS position.
	2	Five years after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled.
School Employees' Retirement System (SERS)	2	Five years after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled.
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)	1	60 service credit months after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled.
	2	Five years after returning to service -- If you make payment in installments, payments must be complete by the deadline or restoration is cancelled.
Washington State Patrol Retirement System (WSPRS)	1	Must return to service within 10 years of separation, and payments must be completed within five calendar years of returning to service.
	2	

DUAL MEMBER RESTORATION DEADLINE

Though considerably more expensive, service credit may be purchased after the deadline. See "Service Credit Purchase" below.

If you withdrew from one of the retirement systems listed below and later became a member of a different system, you are a dual member and may restore contributions from the previous system. Dual members can combine the service credit earned in all dual member systems to qualify for retirement. Dual member retirees receive a separate benefit from each system to which they belong.

Dual Member Systems	Dual Member Restoration Deadline
PERS Plan 1, 2 & 3 TRS Plan 1, 2 & 3 SERS Plan 2 & 3 LEOFF Plan 2 WSPRS Plan 1 & 2 Statewide Cities Employees' Retirement System (SCERS) City retirement systems for Seattle, Tacoma and Spokane	Members transferring from PERS Plan 2 to PERS Plan 3, TRS Plan 2 to TRS Plan 3, SERS Plan 2 to SERS Plan 3 and PERS conversions to SERS are not considered dual members. All other members have 24 months to restore after establishing membership with another dual member system.

Processing your request

- Return completed, notarized forms to the Department of Retirement Systems, PO Box 48380, Olympia, WA 98504-8380.
- Applications that are incomplete or not notarized will be returned.
- The IRS requires DRS to verify your Tax Identification Number before distributing funds. Please complete the enclosed form (W9) and return it to DRS along with your notarized forms.
- **Processing takes 60 to 90 days from the date of termination of employment.** Your request cannot be completed until your employer submits separation information to DRS.
- If you have questions, call DRS at (800) 547-6657, or (360) 664-7000 in the Olympia area. You can write to DRS, PO Box 48380, Olympia, WA 98504-8380.

SECTION B: WITHDRAWAL OPTIONS	
<p><i>Check the applicable box: See the section entitled "A Guide to Withholding on Withdrawals" on page 3 of the booklet to which this form is attached. You may wish to consult a tax advisor or consult with the IRS before making your selection.</i></p>	
1.	<input type="checkbox"/> CASH WITHDRAWAL - I elect to withdraw and receive my accumulated contributions and interest. I understand there is a mandatory 20 percent IRS withholding tax on all tax-deferred contributions and on all interest accumulated in the account.
2.	<input type="checkbox"/> DIRECT ROLLOVER - 100 Percent of Eligible Funds I elect to transfer all of the accumulated tax-deferred contributions, interest and the after-tax contributions, if any, to the eligible retirement plan or IRA designated below.
3.	<input type="checkbox"/> DIRECT ROLLOVER - Designated Portion of Eligible Funds I elect to transfer \$ _____ of the tax-deferred contributions and/OR \$ _____ of the after-tax contributions and interest to the eligible retirement plan or IRA designated below. Send the balance of tax-deferred funds, minus the 20 percent withholding tax, and any after-tax portion of my account directly to me.

SECTION D: SIGNATURE – <i>To be completed by withdrawing member and witnessed by a Notary Public</i>	
Your signature on this document creates an irrevocable agreement between you and the Department of Retirement Systems. The Internal Revenue Service requires that you be given 30 days to review the options described in Section B. You may waive this right by checking the box below. If you do not waive the 30-day review, DRS must delay processing your payment for an additional 30 days.	
<input type="checkbox"/> I waive my right to 30 days for reviewing the withdrawal options.	
<ul style="list-style-type: none"> • I have read this document and understand that withdrawal of my contributions cancels my right to a benefit. I also understand that if I return to public service I may be able to recover cancelled service credit. • I am not on a leave of absence. I have terminated all employment covered by my retirement system and have no arrangements for employment which would disqualify me for withdrawal. 	
Signed and attested to before me this _____ day of _____, _____ <div style="text-align: center; font-size: small;">Month Year</div>	_____ Signature of Member
_____ Notary Public Signature and Seal (stamp preferred)	_____ City of Residence

Detach here and mail to DRS at PO Box 48380, Olympia WA 98504-8380

The forms in this packet request that you provide your Social Security Number. Internal Revenue Code Sections 6041 (A), and 6109 authorize DRS to solicit your Social Security Number.

- The disclosure of your Social Security Number to DRS is mandatory.
- DRS will use your Social Security Number to ensure that any amounts disbursed under your account are properly reported to the Internal Revenue Service and as a reference number for tracking all data with regard to your retirement account.
- DRS will not disclose your Social Security Number to any party unless required by law.